

Message

From: Poetter, Joe [poetter.joe@epa.gov]
Sent: 7/10/2020 2:07:59 AM
To: Urdiales, Aaron [Urdiales.Aaron@epa.gov]
Subject: SEMD RAF Weekly Huddles
Attachments: R8 RAF Milestone Tracker.xlsx; RAF Weekly Huddle.pdf

Aaron, here is a draft email and some attachments for you to send out to your branch. Thanks for sending on your RDO and let me know once it's sent so I can have Steve begin to forward out the invites to your staff.

Joe

I would like to share some important updates to help improve our ability to communicate the status of the RAF task orders.

You'll be seeing an invite series of 30 minute weekly huddles that will include invitees from different branches including Remedial Branch, Planning & Analysis Branch MSD Contracts Branch. Betsy is looking for active participation from all staff working on RAF and intends to be available at the weekly huddles as her schedule allows. The goal is to keep one another up to date on the status of the RAF projects, what specific needs or additional support is needed and to help improve communication with our Mission Support partners.

The attachments include the parameters and expectations for the RAF huddles, as well as a list of required attendees. A kickoff meeting will be scheduled next Tuesday to allow for an overview of the huddle process and for a question and answer session.

Attachments

Copy of RAF milestones tracker as of 7.9.20

[Link to RAF milestone tracker w/live updates](#)

RAF Huddle Information